



AIM QUICK FIXES

Course Set-up For Montana Electronic Transcript Initiative



The statewide rollout of the Montana Electronic Transcript Initiative will be Fall of 2015. Through this project, students will be able to send free certified transcripts to any institution in the country or other locations that require transcripts. Infinite Campus District Edition schools have been provided a transcript extract utility to submit the student data required to produce a Montana standard transcript. In preparation for this project, **Infinite Campus District Edition** schools must mark the high school courses in their system that students take for high school credit.

District courses must be flagged as “High School Credit” prior to posting to a student transcript for the course to transfer to the Montana Electronic Transcript system. For credit earned in the second semester of the 14-15 year and beyond, the district must designate, on the **Course** tab, which courses grant high school credit to a student. *Note: Posted courses on a student transcript, up to, and including, the first semester of the 14-15 year have automatically been designated as “High School Credit” – as seen below in the second screenshot.*

BUS 3511 Annual (S1)

CourseID 9946

*Number: BUS 3511

*Name: Annual (S1)

Standards-based: ☐ Active: ☒

State Code: 12161

Department: Communication Arts

Schedule Load Priority: 18

Max Students: 18

GPA Weight: 0.5

Bonus Points: ☐

Transcript: ☒

Terms: 2

Schedules: 1

Periods: 1

Sections to Build: 1

Type: RG: Regular

Activity: ☐

Vocational Code: ☐

Home room: ☐ Allow student requests: ☒ Allow teacher requests/recommendations: ☒ Repeatable: ☐ Attendance: ☒ Unit Attendance: ☐ High School Credit: ☒ Dual Enrollment Credit: ☐

Distance Class: ☐

Comments:

NCES Data

NCES Code: 12161

SCED Subject Area: 12: Business and Marketing

SCED Lowest Grade: 11: Grade 11

SCED Available Credit (Carnegie Units): 0.5

SCED Course Level: GE: General Education

SCED Course Identifier: 161: Retail Marketing

SCED Highest Grade: 12: Grade 12

SCED Sequence: (part n of m parts) 1 of 2

To designate a course as *High School Credit*, select the 14-15 year and a high school calendar. On the **Search** tab select *Course/Section*, leave the search box blank, and click **Go**.

Select a course to designate as receiving high school credit.

On the **Course** tab, click *High School Credit*. Click **Save**.

(This designation will now carry forward to subsequent years.)

There are two State Published Ad Hoc Reports designed to help **Infinite Campus District Edition** schools in this effort:

- Curriculum MTTranscript Course HS Credit Check Marked
- Curriculum MTTranscript Course HS Credit NOT Checked

Assessment Behavior Transportation Fees Lockers Graduation Athletics

AdHoc Letters Waiver Records Transfer Special Data FHS Activities Report Comments

Summary Enrollments Schedule Attendance Flags Grades **Transcript** Credit Summary

Save Save & Add Another Delete New

Transcript Course Editor

School Year: 2013-2014

Grade: 10 NCES Grade: 10: Grade 10 District No: 0420 School No: 0358 School Name: Fergus High School

*Course Number: ENG 1111

Course Name: English 09 (S1)

Date: 01/20/2014

Actual Term: 2

Session Type: SM: Semester

Session Number: 01: 01

Calendar Terms: 2

Term Start Date: 08/22/2013

Term End Date: 01/17/2014

Current Score: 0

Change Score:

GPA Weight: 0.5

GPA Value: 1.0000

Unweighted GPA Value: 1.0000

Repeat Course: ☐

Distance Class: ☐

High School Credit: ☒

Percent: 72.23

GPA Max: 4.0000

Bonus Points: ☐

Standard Number:

Standard Name:

Is a Standard Code: ☐

Technology: NIA

Status: NIA

Comments:

Transcript Credit

Earned: 0.5

Attempted Credit Name: -English

Credit Rollup Overflow Override:

Add Transcript/Credit

ROLLING COURSES FORWARD

For districts who have not yet rolled calendars forward to the 15-16 year, the *High School Credit* designation will automatically roll forward from the 14-15 year to the 15-16 year, ***if the proper calendar roll forward options are selected.***

Calendar Wizard
Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Pick the Data to Copy

- ☐ Calendar Attributes
- ☐ Schedule Structures
 - ☐ Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - ☐ Period Schedules
 - ☐ Days
 - ☐ Day Events
- ☒ **Courses**
 - ☐ Sections w/ Schedule Placement
 - ☐ Teacher Assignments
 - ☐ Section Staff Assignments
 - ☐ Room Assignments
 - ☐ Grading Tasks & Credits
 - ☐ Composite Grading
 - ☐ Course Rules
 - ☐ Schedule Building Constraints
 - ☐ Course Fees
 - ☐ Assessments
- ☐ Attendance Excuse Codes
- ☐ Scheduling Teams
 - ☐ Section Team Assignments
- ☐ Calendar Overrides

Run Wizard

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Year: 14-15 School: Fergus High School Calendar: 14-15 Fergus High School

Calendar Wizard
Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Select Wizard Mode

- ☐ Create new blank Calendars
- ☒ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- ☐ Copy data into Existing Calendars

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Calendar Wizard

Note: Only **Courses** must be selected for *High School Credit* to roll forward. The district does not have to select all options under **Courses**.

Districts who have already rolled their high school calendars forward from the 14-15 year to the 15-16 year will have to mark *High School Credit* on the course tab ***in both the 14-15 and 15-16 school years.***

The OPI staff are willing to help districts with this task upon request.

Questions – Contact the AIM Help Desk at 1-877-424-6681 or 406-444-3800 or Email opaiimhelp@mt.gov

For more information on the Montana electronic transcript initiative, please refer to the K20 Project website at: <http://opi.mt.gov/Reports&Data/K20.html>